

# Instructions for Submitting Small Business Subcontracting Reports Through the Electronic Subcontracting Reporting System (eSRS)

All Subcontractors who have Small Business Subcontracting Plans with the National Renewable Energy Laboratory (NREL) must submit their Individual Subcontract Reports (ISR) and Summary Subcontract Reports (SSR) through the Electronic Subcontracting Reporting System (eSRS). The eSRS is an electronic, web-based system for subcontract reporting that has replaced the SF 294 and SF 295 paper forms. Go to [www.esrs.gov](http://www.esrs.gov) for registration and reporting.

When you first register into the eSRS, use **your company's** DUNS. The following information must be included when submitting your ISR:

- Prime Contract Number DE-AC36-08-GO28308
- NREL DUNS Number 80-594-8051
- NREL Subcontract Number xxxx-x-xxxxx-xx
- NREL Point of Contact Nancy Gardner

If your Lower-Tier has a Lower-Tier Subcontractor that is required to submit an ISR, they must include the following information:

- Prime Contract Number DE-AC36-08-GO28308
- NREL DUNS Number 80-594-8051
- NREL Subcontract Number xxxx-x-xxxxx-xx
- Your DUNS number xx-xxx-xxxx
- Your Contract Number with your Lower-Tier xxx

If the Lower-Tier Subcontractor has a Lower-Tier Subcontractor, the above information must be included when they submit their reports and so on. Your subcontract reports will be reviewed electronically by NREL's Small Business Manager, Nancy Gardner. **Do not send your Small Business Subcontracting Reports to the Subcontract Administrator who administers your NREL subcontract.**

If you need help in submitting subcontracting reports, first go to the eSRS web-site at [www.esrs.gov](http://www.esrs.gov) and read the "Most Frequently Asked Questions". For additional information, you may also contact Nancy Gardner at 303-384-7335 or email her at [nancy\\_gardner@nrel.gov](mailto:nancy_gardner@nrel.gov) for assistance.

Thank you.